



The Cannabis Licensing Authority (the "Authority") invites applications for the position of:

SENIOR SECRETARY (OPS/SS 3)

JOB PURPOSE:

To provide secretarial and administrative support to the Licensing and Applications or the Enforcement and Monitoring Divisions

KEY RESPONSIBILITIES:

- Responds to routine and other correspondence in consultation with the Director;
- Reproduces manuscripts and briefs prepared by or as directed by the Director;
- Takes dictation and reproduces notes in an accurate and presentable manner;
- Processes incoming and outgoing correspondence and distributes them in accordance with established guidelines;
- Assembles and disseminates information to internal and external personnel as directed;
- Records, reproduces and circulates Minutes of meetings to relevant Stakeholders in accordance with established guidelines;
- Organizes meetings hosted by the Division and ensures that all supporting documentation is prepared/made available to the Director;
- Maintains schedules of meetings and special appointments for the Director, advising of matters requiring prompt attention;
- Receives and makes telephone calls for the Director as required for the general operations of the Division;
- Receives/Hosts visitors to the Director;
- Establishes and maintains a system for the control of confidential files that allows for security and speedy retrieval of documents/information in accordance with established standards;
- Administers and ensures maintenance of adequate supply of stationery and other office supplies for the Division;
- Conducts research and prepares reports as directed by the Director.
- Creates, stores catalogue and maintains the Division's computerized and paper-based documents files
- Supports the daily operations of the Division as necessary
- Plans events as necessary in collaboration with Communications personnel
- Performs any other duties assigned by the Director

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Good written and oral communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good Interpersonal skills
- Goal/results oriented
- Good team work and Cooperation
- Problem Solving and Decision Making
- High level of confidentiality
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Sound knowledge of web-based research techniques
- Proficient in the use of relevant computer Applications
- Sound knowledge of Secretarial practices and procedures
- Good telephone techniques
- Proficient in Shorthand at a speed of 100-120 w.p.m.
- Proficient in Typewriting at a speed of 50-55 w.p.m.

QUALIFICATIONS AND EXPERIENCE:

Four (4) CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words

per minute and shorthand at a speed of 100-120 words per minute, plus four (4) to five (5) years' general office experience;

OR

Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;

OR

Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Salary range: (OPS/SS 3) \$887,418 to \$1,054,861 per annum plus any allowances attached to this post

Applications should be submitted no later than **Wednesday, February 13, 2019** to:

**THE DIRECTOR HUMAN RESOURCE
MANAGEMENT AND ADMINISTRATION
CANNABIS LICENSING AUTHORITY
4TH FLOOR, PAN JAM BUILDING, 60 KNUTSFORD BOULEVARD, KINGSTON 5
EMAIL: VACANCIES@CLA.ORG.JM**